



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Lulamile Houghton Mapholoba (Full Name)

In his/her capacity as: **Municipal Manager** (Supervisor)

AND

Mrs Nelisiwe Ngcobo (Full Name)

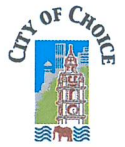
As the **CHIEF FINANCIAL OFFICER** (Jobholder)

PERIOD OF AGREEMENT: 1 July 2023 to 30 June 2024

Following completion of this form, it must be forwarded to the Section:
Human Resource Management.

Signatures: Employee:  Date:  Supervisor:  Date: 





WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE

- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Non-Section 57 (1) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) as reviewed annually.
- 1.3 Should any non-agreement arise between the Employer and the Employee in respect of matters regulated by this plan, the process outlined in the Municipality's PMDS should be followed. If this process fails, the Employee may apply the formal grievance rules.

2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **01 July 2023 to 30 June 2024**
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

3. JOB DETAILS

Employee Number	:	1207170
Management level	:	Level 2
Component	:	Budget and Treasury
Unit	:	Budget and Treasury
Location	:	Head Office – Professor Nyembezi Building
Occupational classification	:	Senior Management (Section 56)
Designation	:	Chief Financial Officer

LMM



4. JOB PURPOSE

The purpose of the **Chief Financial Officer (CFO)** job should be in line with the Municipality's priorities as identified in the 2023 – 2024 Service Delivery Budget and Implementation Plan. The purpose of the Deputy **Chief Financial Officer** is to assist the **Municipal Manager** in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of **Municipal Budget and Treasury**, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the Msunduzi Municipality.

Overall accountability of the jobholder:

The jobholder is the **Chief Financial Officer** and has the responsibility for **Municipal Budget and Treasury**. The incumbent will provide continuous Management and other relevant information to the in the Municipality's delivery of services.

5. JOB FUNCTIONS

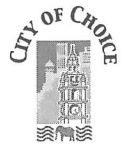
The key functions of the jobholder are to:

- ⇒ Provides leadership in determining and implementation of organisational financial strategies
- ⇒ Ensures long term financial viability
- ⇒ Consolidates the overall financial plan
- ⇒ Maximises financial planning and risk management
- ⇒ Ensures effective and efficient financial oversight
- ⇒ Develops and implements cost management strategies through effective accounting controls and financial management techniques
- ⇒ Sets parameters for cash flow management and operations of the finance personnel
- ⇒ Ensures financial data integrity: accuracy and reliability
- ⇒ Ensures quality budget formulations and effective budget execution
- ⇒ Implementation of mSCOA
- ⇒ Implementation of SAP

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

The Jobholder shall report to the Supervisor on all parts of this plan. He/She shall:

- ⇒ Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance plan undertakings, including the contingency measures that she/he proposes to take to ensure the impact of such deviation from the original plan is minimised.
- ⇒ Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.



- ⇒ Discuss and thereafter document for the record and future use any revision of targets as necessary as well as progress made towards the achievement of performance plan measures.

In turn the supervisor shall:

- ⇒ Meet to provide feedback on performance and to identify areas for development at least four times a year.
- ⇒ Create an enabling environment to facilitate effective performance by the Jobholder.
- ⇒ Facilitate access to skills development and capacity building opportunities.
- ⇒ Work collaboratively to solve problems and generate solutions to common problems within the municipality that may be impacting on the performance of the Jobholder.

7. PERFORMANCE ASSESSMENT/APPRaisal FRAMEWORK

Performance will be assessed according to the information contained in the Workplan.

- 7.1 The Key Performance Areas (KPAs) and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.
- 7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPAs within the framework of the laws and regulations governing the Municipality. The specific duties/outputs required under each of the KPAs are outlined in the attached work plan. KPAs should include all special projects the Employee is involved in. The WORKPLAN should outline the Employee's specific responsibilities in such projects.

NB: KPAs should preferably not exceed five (5).

Key Performance Areas (KPAs)	Weight
1. WORKPLAN 1: FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	40%
2. WORKPLAN 2: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	30%
3. WORKPLAN 3: GOOD GOVERNANCE & PUBLIC PARTICIPATION	30%
TOTAL	100%

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%



7.3 The Employee's assessment will be based on her/his performance in relation to the duties/outputs outlined in the attached WORKPLAN as well as the CMCs marked hereunder. At least **five (5)** CMCs, inclusive of any that may become prescribed from time to time, should be selected from the lists that are deemed to be critical for the Employee's specific job.

7.4

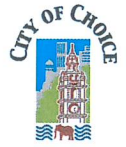
Core Managerial Competencies		Weight
1	Strategic Direction and Leadership	20%
2	People Management	10%
3	Programme and Project Management	10%
4	Financial Management	10%
5	Change Leadership	10%
6	Governance Leadership	5%
7	Moral Competency	5%
8	Customer focus & Orientation	5%
9	Knowledge & Information Management	5%
10	Communication	5%
11	Result & Quality focus	5%
12	Planning & Organizing	5%
13	Analysis & Innovation	5%
Total		100%

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

KPAs shall contribute 80% and CMCs 20% of the final assessment score.

Handwritten initials: MM



8. PERFORMANCE ASSESSMENT

The assessment of an Employee shall be based on his performance in relation to the KPAs and CMCs and performance indicators, as set out in this PERFORMANCE PLAN and attached WORKPLAN. The performance of the employee in respect of all individual KPAs and all individual

KPAs and CMCs will be assessed using a 5-point rating scale, i.e.:

- ⇒ 5 = OUTSTANDING PERFORMANCE
- ⇒ 4 = PERFORMANCE SIGNIFICANTLY ABOVE EXPECTATIONS
- ⇒ 3 = FULLY EFFECTIVE
- ⇒ 2 = PERFORMANCE NOT FULLY EFFECTIVE
- ⇒ 1 = UNACCEPTABLE PERFORMANCE

The total KPAs and the total CMCs scores are combined to produce an overall performance percentage score with percentage ranges that coincide with the above 5-point assessment scale.

Employees: KPAs shall contribute 80% and CMCs 20% of the final assessment

9. FEEDBACK

Performance feedback shall be in writing on the Second Quarter Review Form and Annual Review Form, based on the Employer’s assessment of the Employee’s performance in relation to the KPAs and GAFs and standards outlined in this performance plan and taking into account the Employee’s self-assessment.

10. DEVELOPMENTAL REQUIREMENTS

10.1 The Supervisor and the Jobholder agree that the Jobholder’s key development needs are in relation to his/her current job and envisaged career path in the Municipality. Data on areas for development are identified in the Personal Development Plan (attached)

11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

ANNUAL PERFORMANCE ASSESSMENT 2022/2023	AUGUST/SEPTEMBER 2023
QUARTER 1 – 2023/2024 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2023
QUARTER 2 – 2023/2024 FINANCIAL YEAR	FEBRUARY 2024
QUARTER 3 – 2023/2024 FINANCIAL YEAR (ORAL)	APRIL/MAY 2024

Assessment results (*Mid-Year review & annual evaluation*) shall be recorded in writing. Incumbents will be assessed by the Municipal Assessment Committee in their Mid-year and Annual Reviews. Incumbents will be orally assessed by their Supervisor for their 1st and 3rd Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.



12. DISPUTE RESOLUTIONS

- ⇒ Any dispute about the interpretation and application of this agreement shall be mediated by: *The Mayor: Msunduzi Municipality*
- ⇒ If this mediation fails, the internal grievance rules will apply.

13. AMENDMENT OF AGREEMENT

Amendments to the agreement shall be in writing and can only be effected after discussion and agreement by both parties.

14. The following are annexures of this individual annual performance agreement for the 2023/24 financial year:

- ANNEXURE A: CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS**
- ANNEXURE B: FINANCIAL DECLARATION FORM**
- ANNEXURE C: PERSONAL DEVELOPMENT PLAN**
- ANNEXURE D: INDIVIDUAL WORKPLAN**

15. SIGNATURES OF PARTIES TO THE AGREEMENT

The contents of this document have been discussed and agreed with the Jobholder concerned.

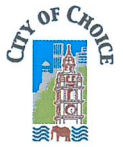
Name of Jobholder: *N. Ngecho*

Signature: *[Handwritten Signature]* Date: *30/06/2023*

AND

Name of Supervisor: *L. N. Maphahle*

Signature: *[Handwritten Signature]* Date: *04/08/2023*



ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee:  Date: 20/07/23 Supervisor:  Date: 04/08/23



SCHEDULE 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

In this Schedule “**partner**” means a person who permanently lives with another person in a manner as if married.

2. General conduct

A staff member of a municipality must at all times—

- (a) loyally execute the lawful policies of the municipal council;
- (b) perform the functions of office in good faith, diligently, honestly and in a transparent manner; (c) act in such a way that the spirit, purport and objects of section 50 are promoted;
- (d) act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and
- (e) act impartially and treat all people, including other staff members, equally without favour or prejudice.

3. Commitment to serving the public interest

A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (a) implement the provisions of section 50 (2);
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
- (d) obtain copies of or information about the municipality’s integrated development plan, and as far as possible within the ambit of the staff member’s job description, seek to implement the objectives set out in the integrated development plan, and achieve the performance targets set for each performance indicator;
- (e) participate in the overall performance management system for the municipality, as well as the staff member’s individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

4. Personal gain

(1) A staff member of a municipality may not—

- (a) use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person; or

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(b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.

(2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—

(a) be a party to a contract for—

(i) the provision of goods or services to the municipality; or

(ii) the performance of any work for the municipality otherwise than as a staff member; (b)

obtain a financial interest in any business of the municipality; or

(c) be engaged in any business, trade or profession other than the work of the municipality.

5. Disclosure of benefits

(1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.

(2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

6. Unauthorised disclosure of information

(1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.

(2) For the purpose of this item "privileged or confidential information" includes any information—

(a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;

(b) discussed in closed session by the council or a committee of the council; (c)

disclosure of which would violate a person's right to privacy; or

(d) declared to be privileged, confidential or secret in terms of any law.

(3) This item does not derogate from a person's right of access to information in terms of national legislation.

7. Undue influence

A staff member of a municipality may not—

(a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councillor, with a view to obtaining any appointment, promotion,



privilege, advantage or benefit, or for a family member, friend or associate;

(b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or

(c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

8. Rewards, gifts and favours

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for— (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty; (b) making a representation to the council, or any structure or functionary of the council; (c) disclosing any privileged or confidential information; or (d) doing or not doing anything within that staff member's powers or duties.

(2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of subitem (1).

9. Council property

A staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no right.

10. Payment of arrears

A staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period.

11. Participation in elections

A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

12. Sexual harassment

A staff member of a municipality may not embark on any action amounting to sexual harassment.

13. Reporting duty of staff members

Whenever a staff member of a municipality has reasonable grounds for believing that there has been a breach of this Code, the staff member must without delay report the matter to a superior officer or to the speaker of the council.



14. Breaches of Code

Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

14A. Disciplinary steps

(1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.

(2) Such other disciplinary steps may include—

- (a) suspension without pay for no longer than three months; (b) demotion;
- (c) transfer to another post;
- (d) reduction in salary, allowances or other benefits; or
- (e) an appropriate fine.

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ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



EMPLOYEE NUMBER:
SURNAME & INITIALS: NELISIWE, N
DESIGNATION: CHIEF FINANCIAL OFFICER
COMPONENT: BUDGET AND TREASURY
UNIT: BUDGET AND TREASURY
MANAGEMENT LEVEL: LEVEL 2
OCCUPATIONAL CLASSIFICATION: SENIOR MANAGEMENT (SECTION 56)
LOCATION: PROFESSOR NYEMBEZI BUILDING

This performance workplan has been agreed between the parties hereunder and shall be revised and assessed during the 1st Quarter (Orally), 2nd Quarter (Written), 3rd Quarter (Orally) and Annual Quarter (Written)

Signatures (WE AGREE WITH THE CONTENTS OF THIS PERFORMANCE WORKPLAN)

EMPLOYEE: N. Nqondo
DATE: 20/01/2023
SUPERVISOR: L.M. Maphahle
DATE: 04/08/2023

Signatures: Employee: [Signature] Date: 04/08/23 Supervisor: [Signature] Date:



ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee: _____

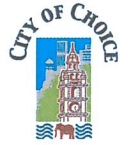
Date: _____

20/06/2023

Supervisor: _____

Date: _____

04/08/2023



**FINANCIAL DISCLOSURE
FORM**

I, the undersigned (surname and initials) Neliswa Ngqubo of _____
 _____ (Postal address) and
2 Montrose Place, Westville
 _____ (Residential address)
 employed as CEO at the Msunduzi

Municipality hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions)

See information sheet: Note (1)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity
<u>Pumkwa Properties</u>	<u>Property</u>	<u>0</u>	<u>Pumkwa Properties</u>

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
<u>50% sharee</u>	<u>Property</u>	<u>Nothing</u>

3. Remunerated work outside the Municipality (As sanctioned by Council)

See information sheet: Note (3)

Name of Employer	Type of work	Amount of Remuneration or Income
<u>N/A</u>		



Council sanction confirmed:

Signature of Mayor: _____

Date: _____

4. Consultancies and retainerships

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received
N/A			

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
N/A		

6. Gifts and hospitality from a source other than a family member

See information sheet: Note (6)

Description	Value	Source
N/A		

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
House 2 Mountrose Place	1400	Westville	14 million
8 Tarpon Crescent House	921	Blythwood	310 thousand



SIGNATURE OF EMPLOYEE: [Signature]

DATE: 20/06/2023

PLACE: Pmburg

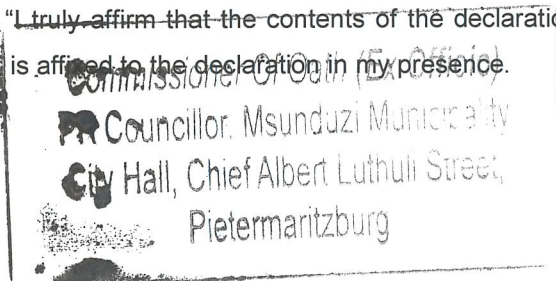
OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

- (i) Do you know and understand the contents of the declaration?
Answer Yes
- (ii) Do you have any objection to taking the prescribed oath or affirmation?
Answer No
- (iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?
Answer Yes

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

[Signature]
30/06/2023



Commissioner of Oath /Justice of the Peace

Full first names and surname: CLLR. N.M MBANJWA (Block letters)

Designation (rank): WARD COUNCILLOR Ex Officio Republic of South Africa

Street address of institution: 907 GROUND FLOOR CITY HALL

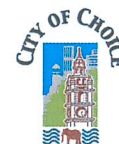
SPEAKERS OFFICE

Date: 30/06/2023

Place: CITY HALL PMB

CONTENTS NOTED: MAYOR [Signature]

DATE: 01/08/2023



INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the Financial

Disclosure form (Annexure A):

NOTE 1: Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2: Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

NOTE 4: Consultancies and retainerships

Designated employees are required to disclose the following details with regard to consultancies and retainerships:



- The nature of the consultancy or retainership of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

NOTE 5: Sponsorships

Designated employees are required to disclose the following details with regard to sponsorships:

- The source of the sponsorship;
- The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12-month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description of the land or property;
- The extent of the land or property;
- The area in which it is situated; and
- The value of the interest.

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ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr. Lulamile Houghton Mapholoba **Full Name)**

In his/her capacity as: *Municipal Manager* **(Supervisor)**

AND

Mrs. Nelisiwe Ngcobo **(Full Name)**

As the *CHIEF FINANCIAL OFFICER* **(Jobholder)**

PERIOD OF DEVELOPMENT: 01 July 2023 to 30 June 2024

Following completion of this form, it must be forwarded to the Section:
Human Resource Development.

Signatures: Employee: Date: Supervisor: Date:

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MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	MRS NELISIWE NGCOBO
JOB TITLE:	CHIEF FINANCIAL OFFICER
SUPERVISOR	MUNICIPAL MANAGER
UNIT	BUDGET AND TREASURY
COMPONENT:	BUDGET AND TREASURY

PURPOSE: To enable the Supervisor and the employee to identify skills development requirements and as a result agree on the steps taken to address those developmental gaps

1. What are the competencies required for this job (refer to competency profile of job description)?

B. Degree
 Ngq level 8
 More than 10 years finance experience

2. What competencies from the above list, does the job holder already possess?

B. com
 MBA
 20 years finance experience

3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)

None

4. Actions/Training interventions to address the gaps/needs

N/A



5. Indicate the competencies required for future career progression/development

Registration as Valuer (Post grad Diploma)

6. Actions/Training interventions to address future progression

Registration with Stellenbosch (UJ)

7. Comments/Remarks of the Incumbent

Challenges in Revenue cannot be addressed only by Finance. Technical have to develop strategies to address qualification

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

Impact of Development on work (After 3 – 6 Months)	
Employee	Supervisor/Manager

[Handwritten signature]



AGREED UPON:

Signature: _____
Supervisor: L. M. Maphuzwana
Date: 04/08/2023

Signature: _____
Incumbent: A. N. Nkomo
Date: 30/6/2023

Date of next review: _____

MSUNDUZI MUNICIPALITY													
NAME: MRS NELUSIWE NGCOBO				DESIGNATION: CHIEF FINANCIAL OFFICER									
WORKPLAN 1: FINANCIAL VIABILITY & FINANCIAL MANAGEMENT							WEIGHT (%): 40%						
INDEX	IDP REFERENCE	NATIONAL KEY PERFORMANCE AREA	SDBIP REFERENCE	PROGRAMME	PROJECT	BASELINE / STATUS QUO	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D1	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL	BT 01	Revenue management	Debt collection	90% Monthly collection rate of current debt achieved for the 23/24 FY	% of Monthly collection rate of current debt	90% Monthly collection rate of current debt achieved for the 23/24 FY by the 30th June 2024	Percentage	90% Monthly collection rate of current debt achieved for the 23/24 FY by the 30th of September 2023	90% Monthly collection rate of current debt achieved for the 23/24 FY by the 31st of December 2023	90% Monthly collection rate of current debt achieved for the 23/24 FY by the 31st of March 2024	90% Monthly collection rate of current debt achieved for the 23/24 FY by the 30th June 2024
D	D1	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	BT 02	Revenue management	Debt collection	10% Monthly collection rate of arrear debt achieved for the 23/24 FY	% of Monthly collection rate of arrear debt	10% Monthly collection rate of arrear debt achieved for the 21/22 FY by the 30th June 2024	Percentage	10% Monthly collection rate of arrear debt achieved for the 23/24 FY by the 30th of September 2023	10% Monthly collection rate of arrear debt achieved for the 23/24 FY by the 31st of December 2023	10% Monthly collection rate of arrear debt achieved for the 22/23 FY by the 31st of March 2024	10% Monthly collection rate of arrear debt achieved for the 21/22 FY by the 30th June 2024
D	D1	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	BT 03	Revenue management	Debt collection	75% of all electricity and water meters read on a monthly basis for the 23/24 FY	% of all electricity and water meters read on a monthly basis	75% of all electricity and water meters read on a monthly basis for the 23/24 FY by the 30th of June 2024	Percentage	75% of all electricity and water meters read on a monthly basis for the 23/24 FY by the 30th of September 2023	75% of all electricity and water meters read on a monthly basis for the 23/24 FY by the 31st of December 2023	75% of all electricity and water meters read on a monthly basis for the 23/24 FY by the 31st of March 2024	75% of all electricity and water meters read on a monthly basis for the 23/24 FY by the 30th of June 2024
D	D3	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	BT 04	Revenue Management	Debt collection	1200 disconnection vs. reconnection rates submitted by the 30th of June 2024	Number of disconnection vs. reconnection rates submitted	1200 disconnection vs. reconnection rates submitted by the 30th of June 2024	Number	300 disconnection vs. reconnection rates submitted by the 30th of June 2024 by the 30th of September 2023	650 disconnection vs. reconnection rates submitted by the 30th of June 2024 by the 30th of December 2023	800 disconnection vs. reconnection rates submitted by the 30th of June 2024 by the 31st of March 2024	1200 disconnection vs. reconnection rates submitted by the 30th of June 2024
D	D1	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 01	Revenue Management	Data cleansing	four (4) Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted by the 30th of June 2024	Number of Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted to SMC	four (4) Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted by the 30th of June 2024	Number	1 x Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted Annually	2 x Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted Annually	3 x Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted Annually	4 x Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted Annually
D	D3	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 02	Financial reporting	Financial Statement	Msunduzi Municipality Consolidated Annual Financial Statement prepared & submitted to the AG by the 30th September 2024	Msunduzi Municipality Consolidated Annual Financial Statement prepared & submitted to the AG	Msunduzi Municipality Consolidated Annual Financial Statement prepared & submitted to the AG by the 30th September 2024	Date of Submission	Msunduzi Municipality Consolidated Annual Financial Statement prepared & submitted to the AG by the 30th September 2024	N/A	N/A	Msunduzi Municipality Consolidated Annual Financial Statement prepared & submitted to the AG by the 30th September 2024
D	D3	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 03	IDP/Budget process plan	Implementation of process plan	Final Draft budget for 2024/25 FY & two outer years prepared & submitted to TMC by the 31st of March 2024	Final Draft budget for 2024/25 FY & two outer years prepared & submitted to TMC	Final Draft budget for 2024/25 FY & two outer years prepared & submitted to TMC by the 31st of March 2024	Date of Submission	N/A	N/A	Final Draft budget for 2024/25 FY & two outer years prepared & submitted to TMC by the 31st of March 2024	Final Draft budget for 2024/25 FY & two outer years prepared & submitted to TMC by the 31st of March 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 04	Expenditure	Capital Expenditure	100% of Capital Expenditure spent for the Budget & Treasury BU by the 30th of June 2024 (Capital Expenditure spent vs original budget)	100% of Capital Expenditure spent for the Budget & Treasury BU	100% of Capital Expenditure spent for the Budget & Treasury BU by the 30th of June 2024	N/A	5% of Capital Expenditure spent for the Budget & Treasury BU by the 30th of September 2023	50% of Capital Expenditure spent for the Budget & Treasury BU by the 31st of December 2023	75% of Capital Expenditure spent for the Budget & Treasury BU by the 31st of March 2024	100% of Capital Expenditure spent for the Budget & Treasury BU by the 30th of June 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 05	Expenditure	Operational Expenditure	100% of Operational Expenditure spent for the Budget & Treasury BU by the 30th of June 2024	100% of Capital Expenditure spent for the Budget & Treasury BU	100% of Operational Expenditure spent for the Budget & Treasury BU by the 30th of June 2024	N/A	5% of Operational Expenditure spent for the Budget & Treasury BU by the 30th of September 2023 (Operational Expenditure spent vs Original budget per quarter) by the 30th of September 2023	50% of Operational Expenditure spent for the Budget & Treasury BU by the 31st of December 2023	75% of Operational Expenditure spent for the Budget & Treasury BU by the 31st of March 2024	100% of Operational Expenditure spent for the Budget & Treasury BU by the 30th of June 2024
D	D1	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 06	Revenue management	Monitoring and Reporting	Implementation of the Financial Recovery Plan	Monthly	100% implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2024	% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control	100% implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of September 2023	100% implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 31st of December 2023	100% implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 31st of March 2024	100% implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2024
D	D1	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 07	Revenue management	Monitoring and Reporting	Implementation of the Revenue Enhancement Strategy	Monthly	100% implementation of the Revenue Enhancement Strategy as per Council Approved Revenue Enhancement Strategy for the respective units within your control by the 30th of June 2024	% Implementation of the Revenue Enhancement Strategy as per Council Approved Revenue Enhancement Strategy for the respective units within your control	100% implementation of the Revenue Enhancement Strategy as per Council Approved Revenue Enhancement Strategy for the respective units within your control by the 30th of September 2023	100% implementation of the Revenue Enhancement Strategy as per Council Approved Revenue Enhancement Strategy for the respective units within your control by the 31st of December 2023	100% implementation of the Revenue Enhancement Strategy as per Council Approved Revenue Enhancement Strategy for the respective units within your control by the 31st of March 2024	100% implementation of the Revenue Enhancement Strategy as per Council Approved Revenue Enhancement Strategy for the respective units within your control by the 30th of June 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 08	Revenue management	Implementation of cost containment measures	Reduction of overtime	N/A	20% Reduction of overtime in the Budget & Treasury business unit by the 30th of June 2024	% reduction of overtime	N/A	N/A	N/A	20% Reduction of overtime in the Budget & Treasury business unit by the 30th of June 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 09	Revenue management	Implementation of cost containment measures	Reduction of use of consultants	N/A	20% Reduction of the use of Consultants in the Budget & Treasury business unit by the 30th of June 2024	% reduction of the use of Consultants	N/A	N/A	N/A	20% Reduction of the use of Consultants in the Budget & Treasury business unit by the 30th of June 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 10	Revenue management	SAP/MSCOA	SAP/MSCOA	N/A	Finalization of SAP/ MSCOA implementation as per roadmap by the 30th of June 2024	Finalization of SAP/ MSCOA implementation	N/A	N/A	N/A	Finalization of SAP/ MSCOA implementation as per roadmap by the 30th of June 2024

Signatures: Employee:  Date: Supervisor:  Date: Msunduzi Municipality 2023/2024

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOBO				DESIGNATION: CHIEF FINANCIAL OFFICER									
WORKPLAN 1: FINANCIAL VIABILITY & FINANCIAL MANAGEMENT							WEIGHT (%): 40%						
INDEX	IDP REFERENCE	NATIONAL KEY PERFORMANCE AREA	SDBIP REFERENCE	PROGRAMME	PROJECT	BASELINE / STATUS QUO	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 11	Revenue management	Financial Transactions	SAP	N/A	All financial transactions as per NT performed on the SAP System by the 30th of June 2024	Number of financial transactions	All financial transactions as per NT performed on the SAP System by the 30th of September 2023	All financial transactions as per NT performed on the SAP System by the 31st of December 2023	All financial transactions as per NT performed on the SAP System by the 31st of March 2024	All financial transactions as per NT performed on the SAP System by the 30th of June 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 12	Financial reporting	SAP/MSCOA	SAP/MSCOA	N/A	Live presentation of SAP/MSCOA transacting completed at National Treasury Benchmark session by the 31st of May 2024	Live presentation of SAP/MSCOA transacting	N/A	Live presentation of SAP/MSCOA transacting completed at National Treasury Benchmark session by the 31st of December 2023	N/A	Live presentation of SAP/MSCOA transacting completed at National Treasury Benchmark session by the 31st of May 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 13	POE Storage	Records Management	N/A	Percentage	100% Record keeping of all POE files as both hard and soft copies by the 30th of June 2024	N/A	100% Record keeping of all POE files as both hard and soft copies by the 30th of September 2023	100% Record keeping of all POE files as both hard and soft copies by the 31st of December 2023	100% Record keeping of all POE files as both hard and soft copies by the 31st of March 2024	100% Record keeping of all POE files as both hard and soft copies by the 30th of June 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 14	Affordability Framework	Employee related costs ratio	N/A	Percentage	25-40% x Employee related costs ratio: Remuneration (Employee related costs and Councillors remuneration) / total operating expenditure x 100 by the 30th of June 2024	%	25-40% x Employee related costs ratio: Remuneration (Employee related costs and Councillors remuneration) / total operating expenditure x 100 by the 30th of September 2023	25-40% x Employee related costs ratio: Remuneration (Employee related costs and Councillors remuneration) / total operating expenditure x 100 by the 31st of December 2023	25-40% x Employee related costs ratio: Remuneration (Employee related costs and Councillors remuneration) / total operating expenditure x 100 by the 31st of March 2024	25-40% x Employee related costs ratio: Remuneration (Employee related costs and Councillors remuneration) / total operating expenditure x 100 by the 30th of June 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 15	Affordability Framework	Audit outcome as determined by the Auditor General	N/A	N/A	Audit outcome as determined by the Auditor General during the statutory audit of the municipal annual financial statements by the 30th of June 2024	N/A	N/A	N/A	N/A	Audit outcome as determined by the Auditor General during the statutory audit of the municipal annual financial statements by the 30th of June 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 16	Affordability Framework	Funding status of the Municipal budget	N/A	N/A	Funding status of the Municipal budget as determined by Provincial Treasury by the 30th of June 2024	N/A	N/A	N/A	N/A	Funding status of the Municipal budget as determined by Provincial Treasury by the 30th of June 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 17	Affordability Framework	Financial Statement Performance	N/A	N/A	Deficit/Surplus as reported in the Statement of Financial Performance in the most recent set of audited Financial statements spent by Budget and Treasurer by the 30 June 2024	N/A	Deficit/Surplus as reported in the Statement of Financial Performance in the most recent set of audited Financial statements spent by Budget and Treasurer by the 30th of September 2023	Deficit/Surplus as reported in the Statement of Financial Performance in the most recent set of audited Financial statements spent by Budget and Treasurer by the 31st of December 2023	Deficit/Surplus as reported in the Statement of Financial Performance in the most recent set of audited Financial statements spent by Budget and Treasurer by the 31st of March 2024	Deficit/Surplus as reported in the Statement of Financial Performance in the most recent set of audited Financial statements spent by Budget and Treasurer by the 30 June 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 18	Affordability Framework	Cash Coverage Ratio	N/A	Months	1 months x Cash Coverage Ratio: (Cash and Cash Equivalents — Unspent Conditional Grants Overdraft) + short term investment / Monthly fixed operational expenditure excluding (Depreciation, amortization, Provision for Bad debts, Impairment and loss on disposal of assets) by the 30th of June 2024	months	1 months x Cash Coverage Ratio: (Cash and Cash Equivalents — Unspent Conditional Grants Overdraft) + short term investment / Monthly fixed operational expenditure excluding (Depreciation, amortization, Provision for Bad debts, Impairment and loss on disposal of assets) by the 30th of September 2023	1 months x Cash Coverage Ratio: (Cash and Cash Equivalents — Unspent Conditional Grants Overdraft) + short term investment / Monthly fixed operational expenditure excluding (Depreciation, amortization, Provision for Bad debts, Impairment and loss on disposal of assets) by the 31st of December 2023	1 months x Cash Coverage Ratio: (Cash and Cash Equivalents — Unspent Conditional Grants Overdraft) + short term investment / Monthly fixed operational expenditure excluding (Depreciation, amortization, Provision for Bad debts, Impairment and loss on disposal of assets) by the 31st of March 2024	1 months x Cash Coverage Ratio: (Cash and Cash Equivalents — Unspent Conditional Grants Overdraft) + short term investment / Monthly fixed operational expenditure excluding (Depreciation, amortization, Provision for Bad debts, Impairment and loss on disposal of assets) by the 30th of June 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 19	Affordability Framework	Assets & Liabilities Ratio	N/A	Percentage	1.5 x Current ratio: Current Assets/ Current Liabilities by the 30th of June 2024	N/A	1.5 x Current ratio: Current Assets/ Current Liabilities by the 30th of September 2023	1.5 x Current ratio: Current Assets/ Current Liabilities by the 31st of December 2023	1.5 x Current ratio: Current Assets/ Current Liabilities by the 31st of March 2024	1.5 x Current ratio: Current Assets/ Current Liabilities by the 30th of June 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 20	Affordability Framework	Conditional Grant	N/A	Percentage	100% Cash backing of Conditional Grants: Cash and Cash Equivalent— Bank overdraft + Short term investment + long term investment (Cash Only) - Unspent by the 30th of June 2024	N/A	100 % of Cash backing of Conditional Grants: Cash and Cash Equivalent— Bank overdraft + Short term investment + long term investment (Cash Only) — Unspent by the 30th of September 2023	100% of Cash backing of Conditional Grants: Cash and Cash Equivalent— Bank overdraft + Short term investment + long term investment (Cash Only) — Unspent by the 31st of December 2023	100% of Cash backing of Conditional Grants: Cash and Cash Equivalent— Bank overdraft + Short term investment + long term investment (Cash Only) — Unspent by the 31st of March 2024	100% Cash backing of Conditional Grants: Cash and Cash Equivalent— Bank overdraft + Short term investment + long term investment (Cash Only) - Unspent by the 30th of June 2024
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	FV 21	Affordability Framework	Debt Collection	N/A	Percentage	95% x Debtors collection rate (Gross Debtors Opening Balance + Billed Revenue – Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100 by the 30th of June 2024	%	95 % x Debtors collection rate (Gross Debtors Opening Balance + Billed Revenue – Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100 by the 30th of September 2023	95 % x Debtors collection rate (Gross Debtors Opening Balance + Billed Revenue – Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100 by the 31st of December 2023	95% x Debtors collection rate (Gross Debtors Opening Balance + Billed Revenue – Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100 by the 31st of March 2024	95% x Debtors collection rate (Gross Debtors Opening Balance + Billed Revenue – Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100 by the 30th of June 2024

Signatures: Employee

Date:


Supervisor

NAME: MRS NELISIWE NGCOBO


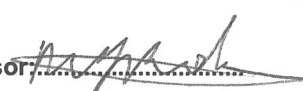
WORKPLAN 2: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT

WEIGHT (%): 30%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A1	BT 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Filling of posts	N/A	75 % of Critical Posts Filled for the Budget & Treasury BU	75 % of Critical Posts Filled Budget & Treasury BU by the 30th of June 2024	N/A	5% of Posts Filled by Budget & Treasury by the 30th of September 2023	39% of Posts Filled by Budget & Treasury unit by the 31st of December 2023	67% of Posts Filled Budget & Treasury BU unit by the 31st of March 2024	75 % of Posts Filled Budget & Treasury BU unit by the 30th of June 2024
A	A1	MT 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	SDBIP & OP	N/A	Submission towards the Development of the Municipal SDBIP 24/25 FY as per stipulated timeframes by the OPM unit completed by the 15th of June 2024	Date Submission towards the Development of the Municipal SDBIP 24/25 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	N/A	Submission towards the Development of the Municipal SDBIP 24/25 FY as per stipulated timeframes by the OPM unit completed by the 15th of June 2024
A	A1	MT 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Performance Report 21 22 FY	N/A	Submission towards Development of the Municipal Annual Performance Report 22/23 FY as per stipulated timeframes by the OPM unit completed by the 31st of July 2023	Date Submission towards Development of the Municipal Annual Performance Report 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed	Submission towards Development of the Municipal Annual Performance Report 22/23 FY as per stipulated timeframes by the OPM unit completed by the 31st of July 2023	N/A	N/A	N/A
A	A1	MT 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Report 22 23 FY	Submission towards Development of the Municipal Annual Report 21/22 FY	Submission towards Development of the Municipal Annual Report 22/23 FY as per stipulated timeframes by the OPM unit completed by the 15th of January 2024	Submission towards Development of the Municipal Annual Report 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	Submission towards Development of the Municipal Annual Report 22/23 FY as per stipulated timeframes by the OPM unit completed by the 15th of January 2024	N/A
A	A2	MT 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Performance Agreement 23/24 FY	Signed Performance Agreement 22/23 in place	Submission of a signed performance agreement for the 23/24 FY as per stipulated timeframes by the OPM unit completed by the 10th of August 2023	Date Submission of a signed performance agreement for the 23/24 FY as per stipulated timeframes by the OC, P & KM unit completed	Submission of a signed performance agreement for the 23/24 FY as per stipulated timeframes by the OPM unit completed by the 10th of August 2023	N/A	N/A	N/A

 Signatures: Employee:  Date:
 Date: 09/08/2024 Msunduzi Municipality 2023/2024
Supervisor: 

MSUNDUZI MUNICIPALITY												
NAME: MRS NELISIWE NGCOBO												
WORKPLAN 2: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT						WEIGHT (%): 30%						
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	MT 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Mid-year Revised Performance Agreement 23/24 FY	Signed Mid-year Revised Performance Agreement 22/23 FY	Submission of a signed mid-year revised performance agreement for the 23/24 FY as per stipulated timeframes by the OPM unit completed by the 28th of February 2024	Date Submission of a signed mid-year revised performance agreement for the 23/24 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	Submission of a signed mid-year revised performance agreement for the 23/24 FY as per stipulated timeframes by the OPM unit completed by the 28th of February 2024	N/A
A	A1	MT 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	POE submission for Monthly Sectional Meetings (Branch, Staff & Manco) as per City Managers Minute dated 24th of June 2024	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategy & City Development unit for monitoring purposes by the 30th of June 2024	Number of Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes	3 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategy & City Development unit for monitoring purposes by the 30th September 2023	6 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategy & City Development unit for monitoring purposes by the 31st of December 2023	9 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategy & City Development unit for monitoring purposes by the 31st of March 2024	12 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategy & City Development unit for monitoring purposes by the 30th of June 2024
A	A3	MT 07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Individual Performance	Cascading of Performance	NIL	Cascading of individual Performance to next level of organogram within my span of control 23/24 FY	Date of Cascading of individual Performance to next level of organogram within my span of control 23/24 FY	Cascading of individual Performance to next level of organogram within my span of control 23/24 FY by the 30th September 2023	Cascading of individual Performance to next level of organogram within my span of control 23/24 FY by the 31st of December 2023	Cascading of individual Performance to next level of organogram within my span of control 23/24 FY by the 31st of March 2024	Cascading of individual Performance to next level of organogram within my span of control 23/24 FY by the 30th of June 2024
A	A3	MT 08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Performance Assessments	NIL	Quarterly Performance Assessments conducted as per the approved PMS Framework 23/24 FY by the 30th of June 2024	Number of Quarterly Performance Assessments conducted as per the approved PMS Framework 23/24 FY	Quarterly Performance Assessments conducted as per the approved PMS Framework 23/24 FY by the 30th September 2023	Quarterly Performance Assessments conducted as per the approved PMS Framework 23/24 FY by the 31st of December 2023	Quarterly Performance Assessments conducted as per the approved PMS Framework 23/24 FY by the 31st of March 2024	Quarterly Performance Assessments conducted as per the approved PMS Framework 23/24 FY by the 30th of June 2024
A	A1	MT 09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings	Response to AG queries	N/A	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2024	% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th September 2023	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2023	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2024	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2024

Signatures: Employee:  Date: Supervisor:  Date: 06/10/2023 Msunduzi Municipality: 2023/2024

NAME: MRS NELISIWE NGCOBO

WORKPLAN 2: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT

WEIGHT (%): 30%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A1	MT 10	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - POE submissions	Response to AG queries	N/A	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2024	% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th September 2023	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2023	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2024	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2024
A	A1	MT 11	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - Queries resolved	Response to AG queries	N/A	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2024	% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th September 2023	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2023	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2024	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2024
A	A1	MT 12	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings	Response to IA queries	N/A	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2024	% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th September 2023	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2023	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2024	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2024
A	A1	MT 13	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings - POE submissions	Response to IA queries	N/A	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2024	% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th September 2023	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2023	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2024	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2024
A	A1	MT 14	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings - Queries resolved	Response to IA queries	N/A	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2024	% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th September 2023	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2023	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2024	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2024
A	A2	MT 15	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Customer Services Charter	N/A	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of June 2024	% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th September 2023	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 31st of December 2023	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 31st of March 2024	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of June 2024

Signatures: Employee:  Date: Supervisor:  Date: Msunduzi Municipality 2023/2024

NAME: MRS NELISIWE NGCOBO

WORKPLAN 2: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT

WEIGHT (%): 30%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A1	MT 16	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Interns	Monthly	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 30th of June 2024	% Monitoring and Mentoring of Interns as per approved Internship Policy	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 30th September 2023	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 31st of December 2023	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 31st of March 2024	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 30th of June 2024
A	A3	MT 17	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Portfolios of Evidence to Internal Audit	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to Internal Audit for Audit purposes by the 10th of August 2023	% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to Internal Audit for Audit purposes	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to Internal Audit for Audit purposes by the 10th of August 2023	N/A	N/A	N/A
A	A3	MT 18	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Portfolios of Evidence to the AG	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	N/A
A	A1	MT 19	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Implementation of the MEC Letter for IDP	N/A	100% Implementation of the recommendations addressed in the MEC Letter for the 24/25 FY IDP Review by the 30th of June 2024	% Implementation of the recommendations addressed in the MEC Letter for IDP	N/A	N/A	N/A	100% Implementation of the recommendations addressed in the MEC Letter for the 24/25 FY IDP Review by the 30th of June 2024
A	A1	MT 20	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning	Material irregularities	N/A	100% Departmental Material Irregularities for the Budget & Treasury business unit finalized by the 30th of June 2024	% Departmental Material Irregularities finalized	N/A	N/A	N/A	100% Departmental Material Irregularities for the Budget & Treasury business unit finalized by the 30th of June 2024

Signatures: Employee:  Date: Supervisor:  Date: Msunduzi Municipality 2023/2024

MSUNDUZI MUNICIPALITY

NAME: MRS NELUSIWE NGCOBO

DESIGNATION: CHIEF FINANCIAL OFFICER

WORKPLAN 3: GOOD GOVERNANCE & PUBLIC PARTICIPATION

WEIGHT (%): 30%

INDEX	IDP REFERENCE	CDS REFERENCE	SDBP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 01	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Monitoring and Reporting	Monthly Sectional Meetings (Branch, Staff & Manco) as per Municipal Managers Minute dated 24th of June 2024	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2024	Number of Monthly Sectional Meetings (Branch, Staff & Manco) conducted	3 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of September 2023	6 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of December 2023	9 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of March 2024	12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2024
B	B1	2 - BACK TO BASICS	GG 02	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Monitoring and Reporting	MFMA Circular 88 (C88) quarterly submissions - KZN COGTA	N/A	4 x Quarterly C88 submissions prepared and submitted as per stipulated timeframes to the OPM unit for onwards transmission to KZN COGTA by the 30th of June 2024	Number of Quarterly C88 submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA	1 x Quarterly C88 submissions prepared and submitted as per stipulated timeframes to the OPM unit for onwards transmission to KZN COGTA by the 30th September 2023	2 x Quarterly C88 submissions prepared and submitted as per stipulated timeframes to the OPM unit for onwards transmission to KZN COGTA by the 31st of December 2023	3 x Quarterly C88 submissions prepared and submitted as per stipulated timeframes to the OPM unit for onwards transmission to KZN COGTA by the 31st of March 2024	4 x Quarterly C88 submissions prepared and submitted as per stipulated timeframes to the OPM unit for onwards transmission to KZN COGTA by the 30th of June 2024
D	D1	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	GG 03	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2024	% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th September 2023	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of December 2023	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of March 2024	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2024
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 04	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing institutional capacity	Risk Management	N/A	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2024	% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th September 2023	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of December 2023	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of March 2024	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2024
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing institutional capacity	Consequence management - abuse of council vehicles	Monthly	100% implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 30th of June 2024	% implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP	100% implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 30th September 2023	100% implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 31st of December 2023	100% implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 31st of March 2024	100% implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 30th of June 2024
C	C2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 06	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing institutional capacity	LED initiatives	N/A	100% Implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 30th of June 2024	% Implementation of all Business Unit specific LED initiatives (EPWP, CWP)	100% Implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 30th September 2023	100% Implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 31st of December 2023	100% Implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 31st of March 2024	100% Implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 30th of June 2024
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 07	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Planning & Monitoring	Implementation of By-laws	N/A	100% Development and/or review and implementation of By-laws for the Budget & Treasury business unit by the 30th of June 2024	% development and/or review and implementation of By-laws	100% Development and/or review and implementation of By-laws for the Budget & Treasury business unit by the 30th September 2023	100% Development and/or review and implementation of By-laws for the Budget & Treasury business unit by the 31st of December 2023	100% Development and/or review and implementation of By-laws for the Budget & Treasury business unit by the 31st of March 2024	100% Development and/or review and implementation of By-laws for the Budget & Treasury business unit by the 30th of June 2024
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 08	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	District Development Meetings	Attendance of Meetings	N/A	100% Attendance of all DDM meetings as per schedule of meetings by the 30th of June 2024	% of DDM Meetings attended	100% Attendance of all DDM meetings as per schedule of meetings by the 30th September 2023	100% Attendance of all DDM meetings as per schedule of meetings by the 31st of December 2023	100% Attendance of all DDM meetings as per schedule of meetings by the 31st of March 2024	100% Attendance of all DDM meetings as per schedule of meetings by the 30th of June 2024
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 09	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Risk Management Committee	Attendance of Meetings	N/A	100% Attendance of Risk Management Committee meetings as per schedule of meetings by the 30th of June 2024	% of Risk Management Committee meetings attended	100% Attendance of Risk Management Committee meetings as per schedule of meetings by the 30th September 2023	100% Attendance of Risk Management Committee meetings as per schedule of meetings by the 31st of December 2023	100% Attendance of Risk Management Committee meetings as per schedule of meetings by the 31st of March 2024	100% Attendance of Risk Management Committee meetings as per schedule of meetings by the 30th of June 2024
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 10	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Audit Committee	Attendance of Meetings	N/A	100% Attendance of Audit Committee Meetings as per the schedule of meetings by the 30th of June 2024	% of Audit Committee Meetings attended	100% Attendance of Audit Committee Meetings as per the schedule of meetings by the 30th September 2023	100% Attendance of Audit Committee Meetings as per the schedule of meetings by the 31st of December 2023	100% Attendance of Audit Committee Meetings as per the schedule of meetings by the 31st of March 2024	100% Attendance of Audit Committee Meetings as per the schedule of meetings by the 30th of June 2024

Signatures: Employee: _____ Date: _____ Supervisor: _____
 Date: 29/11/2023 Msunduzi Municipality 2023/2024

MSUNDUZI MUNICIPALITY

NAME: MRS NELISIWE NGCOBO

DESIGNATION: CHIEF FINANCIAL OFFICER

WORKPLAN 3: GOOD GOVERNANCE & PUBLIC PARTICIPATION

WEIGHT (%): 30%

INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 11	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	TMC/MANCO	Attendance of Meetings	N/A	100% Attendance of all Top MANCO & MANCO Meetings as per the schedule of meetings by the 30th of June 2024	% of all Top MANCO & MANCO Meetings attended	100% Attendance of all Top MANCO & MANCO Meetings as per the schedule of meetings by the 30th September 2023	100% Attendance of all Top MANCO & MANCO Meetings as per the schedule of meetings by the 31st of December 2023	100% Attendance of all Top MANCO & MANCO Meetings as per the schedule of meetings by the 31st of March 2024	100% Attendance of all Top MANCO & MANCO Meetings as per the schedule of meetings by the 30th of June 2024
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 12	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	OSS Meetings	Attendance of Meetings	N/A	100% Attendance of OSS meetings as per the schedule of meetings by the 30th of June 2024	% of OSS meetings attended	100% Attendance of OSS meetings as per the schedule of meetings by the 30th September 2023	100% Attendance of OSS meetings as per the schedule of meetings by the 31st of December 2023	100% Attendance of OSS meetings as per the schedule of meetings by the 31st of March 2024	100% Attendance of OSS meetings as per the schedule of meetings by the 30th of June 2024
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 13	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Council Portfolio Meetings	Attendance of Meetings	N/A	100% Attendance of Council Portfolio Committees Meetings as per the schedule of meetings by the 30th of June 2024	% of Council Portfolio Committees Meetings	100% Attendance of Council Portfolio Committees Meetings as per the schedule of meetings by the 30th September 2023	100% Attendance of Council Portfolio Committees Meetings as per the schedule of meetings by the 31st of December 2023	100% Attendance of Council Portfolio Committees Meetings as per the schedule of meetings by the 31st of March 2024	100% Attendance of Council Portfolio Committees Meetings as per the schedule of meetings by the 30th of June 2024
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 14	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Planning and Submission	MSIP	N/A	100% of the responses on the MSIP template submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 30th of June 2024	% of submissions	100% of the responses on the MSIP template submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 30th September 2023	100% of the responses on the MSIP template submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 31st of December 2023	100% of the responses on the MSIP template submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 31st of March 2024	100% of the responses on the MSIP template submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 30th of June 2024
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 15	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Planning and Submission	S139 Intervention	N/A	100% submission of information towards the Ministerial Representative's 25 focal areas of intervention (S139) submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 30th of June 2024	% of submissions	100% submission of information towards the Ministerial Representative's 25 focal areas of intervention (S139) submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 30th September 2023	100% submission of information towards the Ministerial Representative's 25 focal areas of intervention (S139) submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 31st of December 2023	100% submission of information towards the Ministerial Representative's 25 focal areas of intervention (S139) submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 31st of March 2024	100% submission of information towards the Ministerial Representative's 25 focal areas of intervention (S139) submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 30th of June 2024
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 16	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Planning and Submission	Submission to NT	N/A	All documents required by NT supplied in accordance with the request by NT by the 30th of June 2024	Number of documents	N/A	N/A	N/A	All documents required by NT supplied in accordance with the request by NT by the 30th of June 2024
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 17	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Planning and Implementation	Strategic Planning Resolution	N/A	100% implementation of activities as per the Strategic Planning Session (2023) by the 30th of June 2024	% implementation	100% implementation of activities as per the Strategic Planning Session (2023) by the 30th September 2023	100% implementation of activities as per the Strategic Planning Session (2023) by the 31st of December 2023	100% implementation of activities as per the Strategic Planning Session (2023) by the 31st of March 2024	100% implementation of activities as per the Strategic Planning Session (2023) by the 30th of June 2024
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 18	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Planning and Implementation	Strategic Planning Resolution	N/A	100% implementation of activities as per the Strategic Planning Session (2023) by the 30th of June 2024	% implementation	100% implementation of activities as per the Strategic Planning Session (2023) by the 30th September 2023	100% implementation of activities as per the Strategic Planning Session (2023) by the 31st of December 2023	100% implementation of activities as per the Strategic Planning Session (2023) by the 31st of March 2024	100% implementation of activities as per the Strategic Planning Session (2023) by the 30th of June 2024

Signatures: Employee:  Date: Supervisor:  Date: Msunduzi Municipality 2023/2024